

Dexter Community Schools

Banquet Space Request Form

Important notes:

- Before requesting space, please check the facilities calendar at www.dextercommunityed.com to see if the space that you want is available.
- Please submit requests **at least** 15 business days prior to event.
- Staff and PTO schedulers, please submit requests **3 months** prior to event.
- If you require set-up or tear-down time, please include that in your request.
- Your scheduled end time is the time your group is expected to be out of the building.
- Doors will be unlocked **15 minutes** before your scheduled start time.

Use Category Select one option next to school employee or public rental

School Employee	Academic	Athletic	Children's Services	Staff
Public Rental	Scouts/Brownies	Sports Clubs	Public Rental	

Event Title: _____ **Today's Date:** _____

Room(s)/Space Requested: _____ **Number Attending:** _____

Event Date: _____ **Day of the week:** _____ **Alternate Date(s):** _____

Set-up time: _____ am/pm **Start time:** _____ am/pm **End time:** _____ am/pm

Technology Needs:

Do you need a microphone? YES NO

Do you need a screen? YES NO

Do you need a projector? YES NO

Do you need external speakers? YES NO

Can you bring a media source? PC):

Room Set-up Requests:

(how many of each?)

6-foot rectangular tables: _____

Round Tables: (DHS): _____

Cafeteria tables: _____

Folding chairs: _____

MAC MA iPod | or I DVD DVE CD C

Food & Nutrition Needs: _____

* Contact Person: _____ *email: _____

* Phone Number: _____

* Mailing address: _____

**indicates required field*

----- YOUR REQUEST WILL BE CONFIRMED UPON SUCCESSFUL BOOKING -----

Please return pages 1 & 2 of this form to:

Dexter Community Education Office
attn. Jill Breitag
2704 Baker Road, Dexter, MI 48130

for office use only

date received: _____

date booked: _____

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User Regulations Agreement

The Dexter Community School facilities operate under the Dexter Board of Education Policies. The following guidelines must be observed when reserving and/or renting any DCS facility.

User Regulations:

- Requests for room(s) and field(s) must be made and received by the Dexter Community Education office a minimum of 15 business days prior to the event.
- Requests will be reviewed, processed, and confirmed by the Community Education office within 10 working days of receipt. Previously booked non-school events may be cancelled due to the need to reschedule a school function or athletic event.
- In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.
- All rental, custodial, and food service fees must be paid in full prior to the event. Depending on the activity and the time scheduled, custodians may be required for rentals. In that case, users will be charged according to prevailing custodial contract rates and a minimum of two hours of overtime.
- Length of rental includes preparation, set-up/tear-down/clean-up. The group scheduling the facility will be held financially responsible for any clean-up, maintenance, and/or repair resulting from the event.
- Use is limited to requested and approved rooms, fields, and equipment.
- Adequate adult supervision must be provided for youth group activities.
- The possession or consumption of alcohol/drugs/cigarettes on school premises is prohibited.
- Eating and drinking is allowed in specific areas only.
- Advertising an event prior to event confirmation is prohibited.
- Appropriate footwear is mandatory. No hard or black-soled shoes are allowed on gym floors.
- Liability for accidents that occur as a result of the event shall be assumed by the organization renting the facility. Proof of individual liability insurance may be required.
- If your rental is disrupted due to weather or power outage, you must inform us no later than 7 days after the date of the event in question or you will be billed for usage of the facility.
- Any cancellation of a facility rental that is unrelated to weather or power outage must be done 15 days prior to the event date or you will be billed for that date.

For rental rates, please see the DCS 2015-16 Facility Rental rates available on our website.

- Dexter Community Schools Food & Nutrition Department staff must be present during the use of any kitchen facility. F&N wages will be charged in accordance with the master contract of the school district.
- Michigan state laws require that a certified lifeguard be present during all pool activities. Lifeguards are assigned at a 1:30 ratio.
- Arrangements for use of Audio-Visual equipment will be made when possible.

User Regulations Agreement:

The signature below affirms the fact that I understand that I am responsible for lost, stolen, and/or damaged equipment as well as the conduct of the reserving group. I understand that I must abide by all rules, regulations, policies, and procedures as they apply to my reservation/rental. My signature on this request form further indicates that I have read the User regulations Agreement and all the information contained herein is true.

Applicant Signature

date